



Why Blog In Schools?

Blogs strike the perfect balance of providing information anytime and anywhere, social networking and interaction, and the ability to openly share thoughts and achievements.

One popular way to use an Edublog is to make regular updates about assignments, events, and anything going on in class.

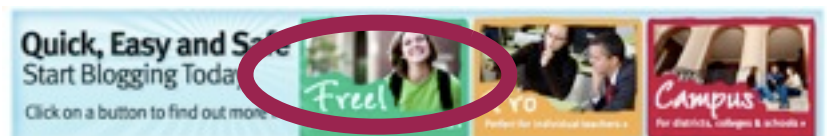
Blogs like these keep students and parents informed and extend the classroom to any place with access to the web. Students love to blog too, and doing so can engage students in their learning and extend collaboration with classmates and even people all over the world!

Edublogs are great for group projects, ePortfolios, school newspapers, reflection journals, class websites, and much more!



Creating An Account

1. Go to www.edublogs.com
2. Click on “Free” account.
3. Enter your information in the registration window.



4. Accept Terms of Service
5. Click “Go to Step 2”.

6. Complete blog information
 - Enter a blog domain name
 - Give the blog a title
 - Specify if it is a student or teacher blog
 - Select language
 - Verify text
 - Click “Go to Step 3”

7. Congratulations/Blog Information
8. Login to your new blog

Welcome!

Welcome! Please choose the way you would like to use Mrs. A's Classroom Blog:



[Go to the Easy Admin Area](#)

Very simple and easy for beginners!



[Go to the Advanced Admin Area](#)

For advanced bloggers, gives you more features and options!

Welcome Screen

1. Choose the way that you plan to use your blog.

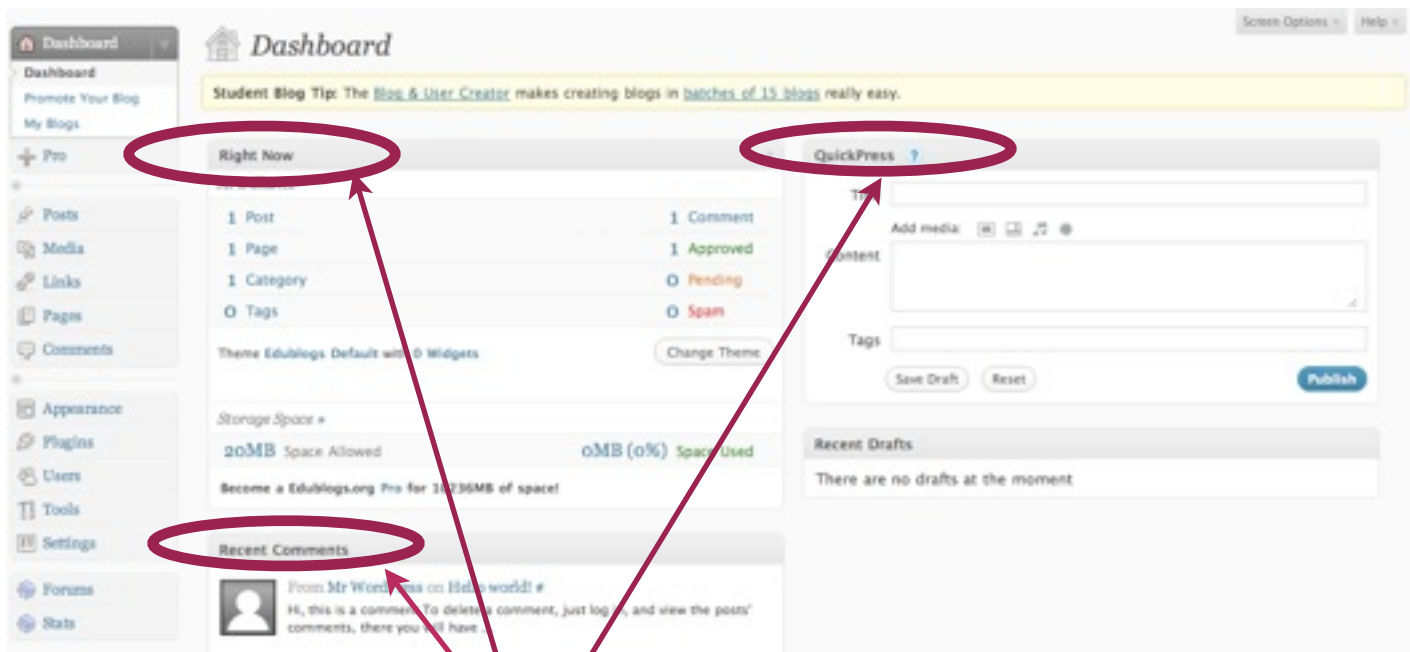
•**Easy Admin**--free, simpler, more “user friendly” for first time bloggers

•**Advanced Admin**--has more features and options for advanced bloggers

2. Your choice is not permanent! You may switch at any time.

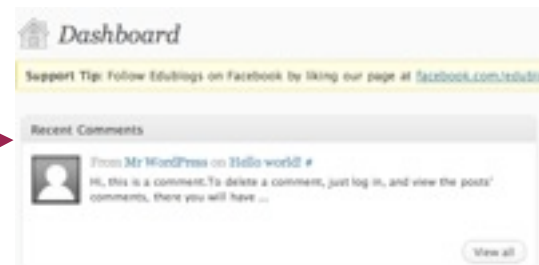
The Dashboard

1. The first screen that you will see when you login is the Dashboard of your administrative area.
2. Your dashboard provides a quick overview of what's happening with your blog while also supplying tool to navigate other areas of the Administration panel.

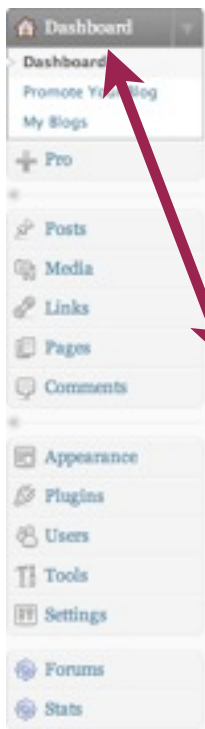


Appearance

1. The main area of your dashboard is made of configurable modules such as “Right Now”, “Quick Press”, and “Recent Comments”.
2. These modules can be moved by:
 - left mouse clicking on the title,
 - dragging to a new location on your dashboard, and
 - then release your mouse

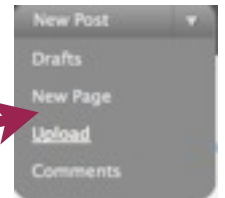


3. You can also expand and collapse these dashboard modules by left mouse clicking their title bar.



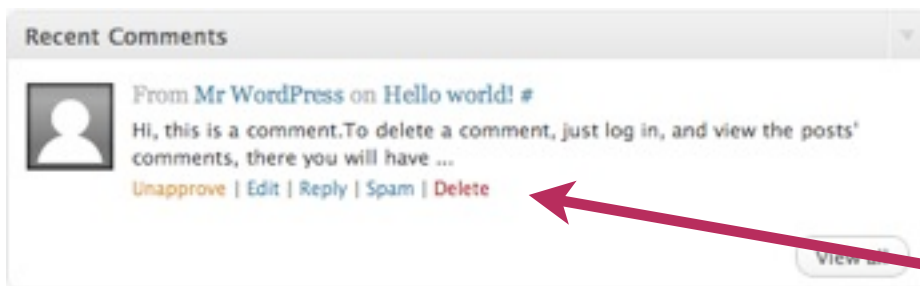
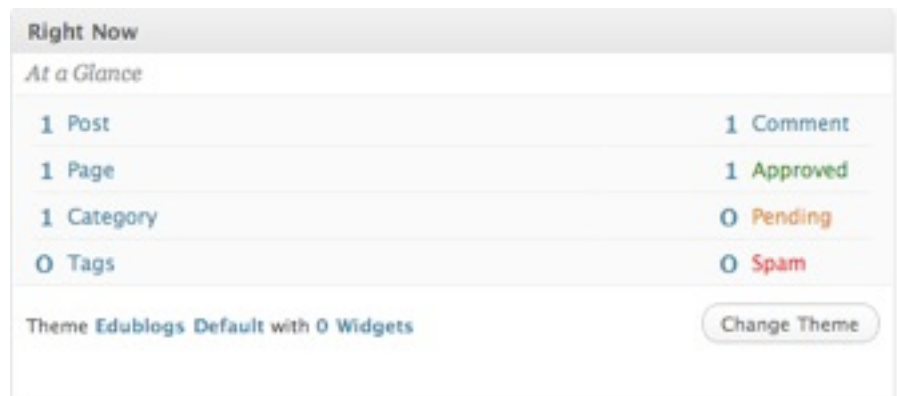
Main Navigation Menu

1. The main navigation menu is on the left side of your dashboard.
2. Each navigation item can be expanded or collapsed to view their submenu.
3. Click on the Dashboard link at the top of the navigation menu to return to the dashboard area of your blog when you are on any page within your administration panel.
4. You also have a "Quick Access" navigation menu on the top right hand side of the administration panel which you can use to go to your "New Post", "Drafts", "New Page", or "Comments" screens.
5. To navigate to a new screen, just click on the arrow and then select the desired option.



Right Now Menu

1. The "Right Now" module provides a quick overview of your current number of posts, pages, comments, tags, categories, themes, and storage usage.
2. Clicking on the item name, or type of comments, in the "Right Now" module takes you to that area in your administration panel.

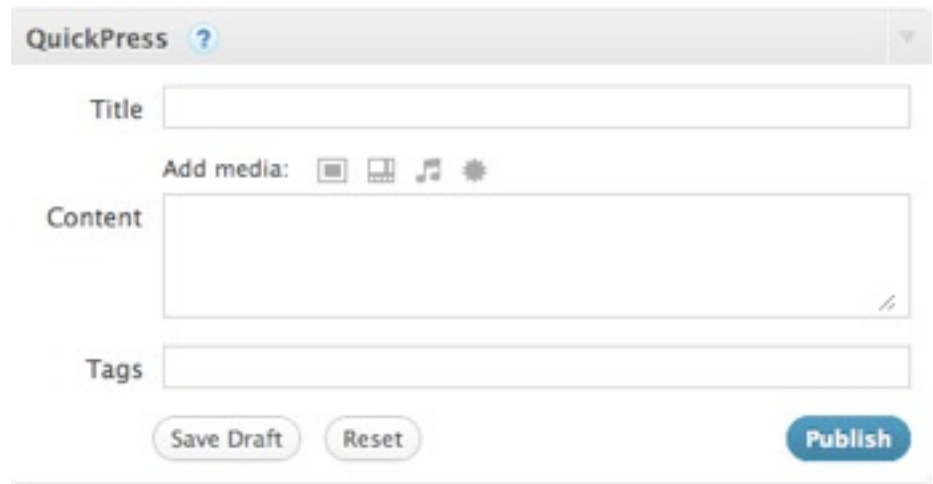


Recent Comments Module

1. The "Recent Comments" module displays the five most recent comments for your blog.
2. Hovering your mouse over the comments brings up five action links which makes it easy to approve/unapprove, edit, reply, mark as spam, or delete comments directly from your dashboard

Quick Press Module

1. The Quick Press module is a mini-post editor that lets you quickly write a post including title, add media files, and add tags directly from your dashboard.
2. It also gives you the option of saving it as a draft or publishing it immediately.

The screenshot shows the QuickPress module interface. At the top is a header bar with the text "QuickPress" and a question mark icon. Below this is a "Title" field. To the right of the title field is an "Add media:" section with icons for image, video, audio, and a sun icon. Below the title field is a large "Content" text area. Below the content area is a "Tags" field. At the bottom right are three buttons: "Save Draft", "Reset", and "Publish".

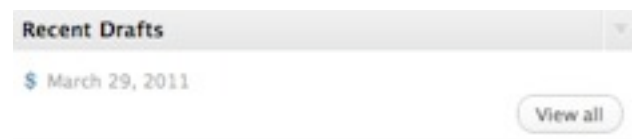
Incoming Links

1. The Incoming Links module uses Google Blog Search to display other blogs that have linked to your blog.
2. On your brand new blog the

Incoming Links displays the message: It has found no incoming links...yet. It's ok--there is no rush.

Recent Drafts Module

1. Your Recent Drafts module displays your five latest drafts saved with their title, date, and a short excerpt.
2. Clicking on a Draft's title opens up that draft so you can continue editing and/or publish.
3. Whereas clicking on "View All" takes you to your "Edit Post" screen where all drafts you have written are displayed.



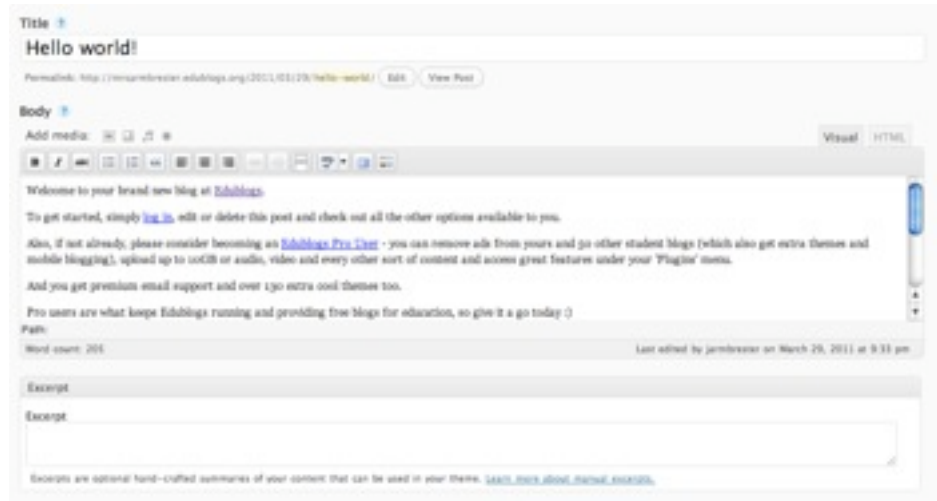
Screen Options Button

1. The Screen Options button located at the top right hand side of you administration panel can be used to customize what is displayed and how it is displayed on that screen.
2. You can use the Screen Options button to change the number of columns and hide modules on your dashboard.



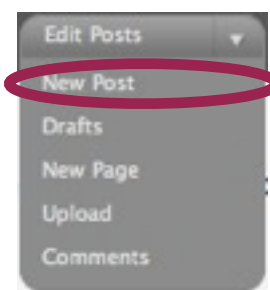
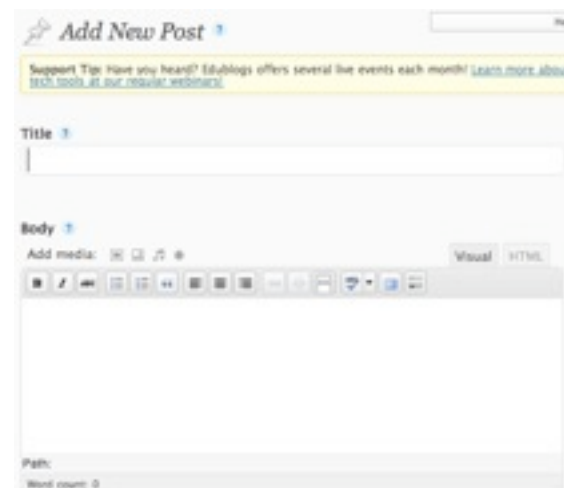
Writing Your First Post

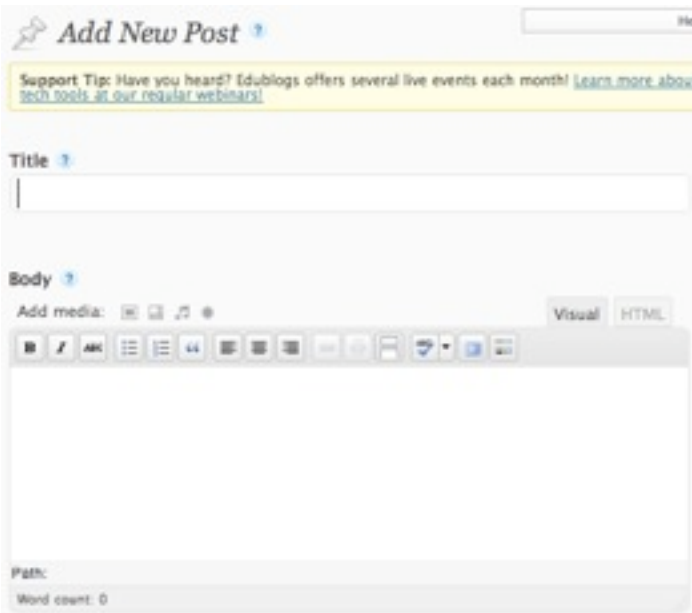
1. Blogs are composed of two main structures: posts and pages.
2. New bloggers often struggle with the concept of posts and pages. (See “The Difference Between Pages and Posts” <http://help.edublogs.org/2009/08/01/the-differences-between-posts-and-pages/>) to understand the difference.
3. Every newly created blog is the same default layout with posts displayed on its front “Home” page with a “Hello World” post and an “About” page.
4. When you publish posts that are displayed in reverse chronological order with your most recent post at the top of your post page.
5. There are two main ways to write a new posts:
 - The “Add New Post” screen
 - The “Quick Press” module on your dashboard.



Using the “Add New Post” Screen to Write Post

1. The “Add New Post” screen is a more advanced post editor compared to using the “Quick Press” and is the main screen where you’ll write most posts.
2. Besides providing more post options it is better suited to writing longer posts.
3. There are two options for accessing your “Add New Post” screen:
 - Post >Add New
 - New Post button in the upper corner of your blog’s admin screen.





Add New Post Screen

1. The area where you write your post is by default in Visual Editing mode (which uses WYSIWYG--What You See Is What You Get) option in formatting.
2. It works similar to any word processing software.
3. Simply write your post, highlight any text you want to format and then click the appropriate button in the toolbar to add formatting such as bold, italics, or numbered lists.
4. The “Show/Hide Kitchen Sink” button is used to view the advanced formatting options including heading styles, underlining, font color, custom characters, undo, redo.

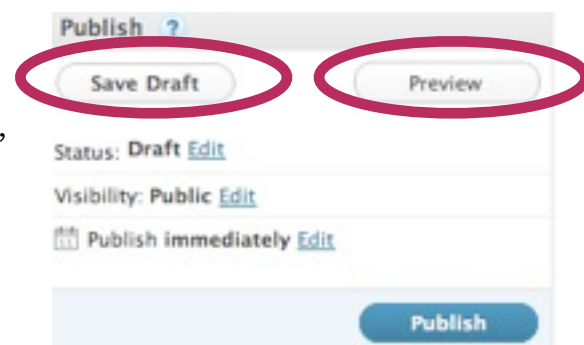


5. Now all you need to do to write a post is:
 - Give your post a title
 - Add your content
 - Add your tags and categories
 - When finished writing click “Publish”.



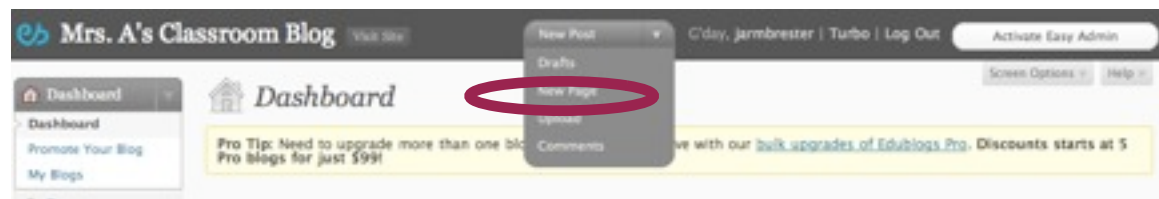
Previewing your Draft

1. Before you publish your post it is a good idea to use the “Preview” option to see what it looks like to your readers.
2. You preview a post by clicking “Save Draft” and “Preview”.
3. This opens up a draft version of your post in a new tab.
4. To make edits just go back to your “Add New Post” screen.



Writing Pages

1. You normally use pages for information that you want to share with your readers but don't expect to update frequently.
2. Pages appear in the "Pages" widget and in the navigation tabs across the tops of some themes.
3. You create new pages by using the "Add New Page Screen" in your administration panel.
4. There are two options for accessing your "Add New Page" Screen:



Add New Page Screen

1. Your "Add New Page" screen works very similar to your "Add New Post" screen except that:
 - You don't assign categories or tags to pages.
 - You can arrange your pages in hierarchies, using sub-pages, to nest pages under other pages.

Tutorials

1. Signing up for your blog
<http://help.edublogs.org/2009/07/29/signing-up-for-your-blog/>
2. Logging into your blog dashboard
<http://help.edublogs.org/2009/07/29/logging-into-your-blog-dashboard/>
3. Using your blog dashboard
<http://help.edublogs.org/2009/07/29/using-your-dashboard/>
4. Writing your First Post
<http://help.edublogs.org/2009/07/29/writing-your-first-post/>
5. Editing Posts
<http://help.edublogs.org/2009/07/30/editing-posts/>
6. Differences between Posts and Pages
<http://help.edublogs.org/2009/08/01/the-differences-between-posts-and-pages/>
7. Writing Pages
<http://help.edublogs.org/2009/08/01/writing-pages/>
8. What is An About Page
<http://help.edublogs.org/2009/08/01/writing-yourabout-page/>

The screenshot shows the Edublogs website homepage. At the top, a blue header bar contains the text "744,601 Edublogs & counting!" and navigation links for "Newbie's here", "Login", "Remember me", and "Forgot password?". Below the header is the Edublogs logo and a navigation menu with links for "Home", "Why Edublogs?", "Help & Support", "Community", "About", and "Contact". The main content area features the headline "The World's most popular education blogging service..." and three service tiers: "Free" (No Email necessary, Free, easy and great for students), "Pro" (Perfect for individual teachers), and "Campus" (For districts, colleges & schools). Below these tiers, a text block states: "Edublogs lets you easily create & manage student & teacher blogs, quickly customize designs and include videos, photos & podcasts - it's safe, easy and secure so try out an Edublog today!". This is followed by a row of logos for partner institutions: Stanford University, NUS, University of Michigan, University of California, Cornell University, and Wisconsin Capital Public Schools. A text block below the logos reads: "Used by leading universities, school districts, government departments and individual schools around the world...". The bottom section is divided into three columns: "Free, Pro or Campus?" (with a photo of a woman and a list of features), "Ways to use your Edublog" (with icons for facilitating discussions, replacing newsletters, getting students blogging, posting videos/podcasts, and creating class publications), and "How does Edublogs compare?" (with a comparison graphic between Edublogs and WordPress and the text "Why choose Edublogs?"). The footer contains the text "Easy, safe, reliable and feature-rich blogging" and "Featured Blogs".